



## INSTRUCTIONS FOR JOINING THE NATIONAL FLOOD INSURANCE PROGRAM (NFIP)



1. Complete the **Application for Participation in the National Flood Insurance Program (NFIP)** to the best of your ability. If you do not know the information in Sections 5 and 6 on the form, the Arkansas Natural Resources Commission (ANRC) will determine reasonable estimates.
2. Edit and complete the **Ordinance and Flood Damage Prevention Code**. Please note that the documents must be edited to reflect community specific information such as community name and acreage included in the floodplain. The highlighted areas on the Ordinance and Code should be modified by you or your staff for your particular community. Please do so on the Word document or write on the printed form.
3. Once the **NFIP Application Form, Ordinance, and Code** have been drafted – and before the **Ordinance and Code** have been formally adopted - please send the documents to ANRC. The draft **NFIP Application Form, Ordinance, and Code** should be emailed or mailed to the following address:

Whit Montague, CFM  
whitney.montague@arkansas.gov  
Arkansas Natural Resources Commission  
101 E. Capitol, Suite 350  
Little Rock, AR 72201  
501-682-1853

The documents will be reviewed by ANRC staff prior to adoption by the City Council or Quorum Court to make sure that they will be accepted by the NFIP.

4. If any changes or additional information is required, ANRC staff will work with your community to finalize the documents. The documents will then be returned for formal adoption by the City Council or Quorum Court.
5. Once the **Resolution** has been passed, the **Ordinance** adopted and the **NFIP Application** finalized and signed. Please mail one hard copy of all three documents, to each of the following:

Mark Lujan, Mitigation Division  
Federal Emergency Management Agency  
Federal Regional Center  
800 North Loop 288  
Denton, TX 76209

Whit Montague, CFM  
Arkansas Natural Resources Commission  
101 E. Capitol, Suite 350  
Little Rock, AR 72201

FEMA will review the documents for completeness and acceptability. Upon approval by FEMA, your community will be notified and confirmed as a participating member of the NFIP.

**For questions, contact Whit Montague at 501-682-1853.**